

**WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING**

December 5, 2006

**Prepared by the
Office of the President
Wharton County Junior College**

- I. Determination of Quorum and Call to Order
- II. Pledge of Allegiance
- III. Reading of Minutes A
 - A. The regular meeting on October 17, 2006
 - B. The special called meeting on November 9, 2006

IV. Citizens' Comments (approved by board on 5-20-99)

This is an open forum for those persons who wish to make presentations to the board and who have signed up to do so under board policy. Presentations are limited to five minutes each with a total of twenty minutes for all presentations.

During the Citizens' Comments section of the agenda, any citizen/taxpayer (that is, any member of the public, including college employees) may request to address the board in open meeting. If, however, the topic of the presentation to the board falls within one of the other policies of the college, such as the employee complaint or grievance policy or student complaint policy, the person must first go through the proper administrative channels. In such cases, the right to address the board is guaranteed after the administrative channels have been exhausted.

If any speaker's presentation contains complaints or concerns about an individual employee or officer of the district, that presentation will be conducted in executive session with the board members unless the employee or officer about whom the comments are made requests that the comments be made publicly.

These presentations are made for information purposes only. The board is required to listen to the presentations but not to discuss or act on the items presented. If the board feels the matter warrants further attention, it can be placed on the agenda for a subsequent meeting.

V. Special Items

- A. Approve the external audit for FY 2006

VI. Presentations, Awards, and/or President's Report

- A. Recognition of retirement of Albert Barnes
- B. Recognition of retirement of Mary King
- C. Recognition of retirement of Gloria Crockett

VII. Reports to the Board

- A. Financial Reports for October 2006
- B. Information Item: Management Reports
- C. Information Item: Reports from College Governance Councils
- D. Information Item: Clipping Service for the month of September 2006

VIII. Reports from Committees of the Board

- A. Audit/Finance Committee: Mr. Kunkel
- B. Facilities Committee: Mr. Donaldson
- C. Legislative Committee: Mr. Nelson

-CONSENT AGENDA-

By consent of the board of trustees, the following items may be acted on in a single motion "to approve the consent agenda as presented." If, however, any trustee wishes to discuss a particular item or for any reason wishes to act on any given item separately, he or she may simply notify the board chair to remove that item or items from the consent agenda, and that item will be removed and acted on separately. A trustee may remove an item from the consent agenda for any reason, and he or she is not required to justify the removal or explain the reason for the removal.

- IX. Matters Relating to General Administration.....B
- X. Matters Relating to Academic Affairs
 - A. Information Item
 - 1. Seek sealed bids from vendors to print the 2007-2008 college catalog – (\$24,000 – current unrestricted operating fund budget for 2006-2007)
- XI. Matters Relating to Administrative Services
 - A. Fiscal Year 2006 Budget Adjustments
 - B. Disapprove waiver of penalty and interest request for the 2005 tax year for Wayne Ley.
 - C. Approve seismic permit and damage agreement on the Tena Weynandt property at \$12.50/acre = \$9,023.25 – (total revenue to be split equally: \$4,511.62 to WCJC and \$4,511.63 to Methodist Home of Waco)
- XII. Matters Relating to Technology and Institutional Research
- XIII. Matters Relating to Workforce Development, Continuing Education and Distance Learning
- XIV. Matters Relating to Student Services
- XV. Matters Relating to Personnel.....C
 - A. Board of Trustees
 - B. Office of President
 - 1. Karen D. Preisler promoted from a regular, full-time assistant registrar, O-12-7, to a temporary, full-time acting director of admissions and registration, CA-10-7, effective November 28, 2006
 - C. Office of Academic Affairs
 - D. Office of Administrative Services
 - E. Office of Student Services
 - F. Office of Workforce Development, Continuing Education and Distance Learning
 - G. Office of Technology and Institutional Research
 - H. Information Items: Contract Personnel Actions
 - 1. Mary W. King retired as a regular, full-time instructor of health information technology,

2. Gary Gensler retired as a regular, full-time instructor of engineering design, F-1-31, effective May 31, 2007.
3. Timothy A. Cross resigned as a regular, full-time instructor of radiology technology, FAC-1-11, effective November 30, 2006.

I. Information Items: Non-contract Personnel Action

1. Helen L. Fielder employed as a temporary, part-time kid's college site coordinator, \$20.00/hr. x 5 hrs./wk. x 34 wks. = \$3,400.00/yr., effective January 8, 2007
2. Bonnie A. Garza promoted from regular, full-time accounting clerk II, 0-9-5, to regular, full-time administrative assistant to the V.P of WD/CE/DL, P-13-5, effective November 1, 2006
3. Geraldine K. Jochev promoted from temporary, full-time assistant cashier, 0-5-0, to regular, full-time accounting clerk I, 0-8-0, effective October 9, 2006
4. Cynthia A. Kocian, regular, full-time special population advisor for Perkins' Grant/academic advisor was given a salary adjustment from \$18.19/hr. = \$37,827 annually to \$18.50/hr. = \$38,477 annually, effective September 1, 2006
5. Jessica R. Lucio employed as a regular, full-time public safety training secretary, O-7-0, effective November 15, 2006
6. Patricia M. Melton employed as a regular, full-time accounting clerk II, 0-9-0, effective October 23, 2006
7. Kimberly G. Miller employed as a regular, full-time student services specialist/special events coordinator, P-12-0, effective November 1, 2006
8. Boyd L. Powell employed as a regular, full-time testing assistant, O-6-0, effective October 16, 2006
9. Patricia I. Wells employed as a regular, full-time accounting clerk II, 0-9-0, effective October 16, 2006
10. Shelly Naiser employed as a temporary, full-time temporary assistant cashier, 0-5-0, effective November 13, 2006
11. Gloria B. Crockett retired as a regular, full-time executive secretary to the president, P-14-21, effective December 31, 2006
12. Jeanette F. Spicer employed as a regular, part-time benefits specialist, \$10.46/hr. x 11.75 hrs./wk. x 48 wks. = \$5,900.00/yr., effective October 1, 2006

13. Margarito Cervantez III employed as a regular, part-time evening library/open lab clerk, \$8.44/hr. x 18 hrs./wk. x 31 wks. = \$4,709.52/yr., effective October 16, 2006
14. Theresa Garcia employed as a regular, part-time homemaker, \$6.00/hr. x 4 hrs./wk. x 50 wks. = \$1,200.00/yr., effective November 1, 2006
15. Theresa Garcia employed as a regular, part-time driver, \$5.85/hr. x 15 hrs./wk. x 50 wks. = \$4,387.50/yr., effective November 1, 2006
16. Mary Martin employed as a regular, part-time secretary, \$7.50/hr. x 19 hrs./wk. x 50 wks. = \$7,125.00/yr., effective November 1, 2006
17. Melissa Y. Pena employed as a regular, part-time aide, \$9.89/hr. x 7 hrs./wk. x 36 wks. = \$2,567.88/yr., effective November 6, 2006
18. Leo J. Lee resigned as a regular, part-time custodian, \$7.29/hr. x 19 hrs./wk. x 52 wks. = \$7,202.00/yr., effective December 1, 2006
19. Ben Castro received a salary adjustment as a regular, part-time driver for the senior citizen program from \$5.35/hr. x 19 hrs./wk. x 50 wks. = \$5,082.50/yr. to \$5.45/hr. x 19 hrs./wk. x 50 wks. = \$5,177.50/yr., effective October 1, 2006
20. Juanita Chavira received a salary adjustment as a regular, part-time homemaker for the senior citizen program from \$5.15/hr. x 20 hrs./wk. x 4 wks. = \$412.00/yr. to 6.00/hr. x 20 hrs./wk. x 50 wks. = \$6,000.00/yr., effective October 1, 2006
21. Eurma J. Gordon received a salary adjustment as a regular, part-time Eagle Lake site manager for the senior citizen program from \$5.85/hr. x 6 hrs./wk. x 50 wks. = \$1,755.00/yr., to \$5.95/hr. x 6 hrs./wk. x 50 wks. = \$1,785.00/yr., effective October 1, 2006
22. Thelma J. Greenwood received a salary adjustment as a regular, part-time Wharton site manager for the senior citizen program from \$5.95/hr. x 19 hrs./wk. x 50 wks. = \$5,557.50/yr., to \$5.95/hr. x 19 hrs./wk. x 50 wks. = \$5,652.50/yr., effective October 1, 2006
23. Frank Herring received a salary adjustment as a regular, part-time driver for the senior citizen program from \$5.35/hr. x 19 hrs./wk. x 50 wks. = \$5,082.50/yr., to \$5.45/hr. x 19 hrs./wk. x 50 wks. = \$5,177.50/yr., effective October 1, 2006
24. Jane A. Kuhlman received a salary adjustment as a regular, part-time driver for the senior citizen program from \$5.35/hr. x 12 hrs./wk x 50 wks. = \$3,210.00/yr., to \$5.45/hr. x 12 hrs./wk x 50 wks. = \$3,270.00/yr., effective October 1, 2006

25. Jane A. Kuhlman received a salary adjustment as a regular, part-time homemaker for the senior citizen program from \$5.35/hr. x 6 hrs./wk. x 50 wks. = \$1,605.00/yr., to \$6.00/hr. x 6 hrs./wk. x 50 wks. = \$1,800/yr., effective October 1, 2006
 26. Phyllis Sanchez received a salary adjustment as a regular, part-time East Bernard site manager for the senior citizen program from \$5.75/hr. x 6 hrs./wk x 50 wks. = \$1,725.00/yr., to \$5.85/hr. x 6 hrs./wk. x 50 wks. = \$1,755.00/yr., effective October 1, 2006
 27. Gladys Whalon received a salary adjustment as a regular, part-time driver for the senior citizen program from \$5.85/hr. x 19 hrs./wk. x 50 wks. = \$5,557.50/yr. to \$5.95/hr. x 19 hrs./wk. x 50 wks. = \$5,652.50/yr., effective October 1, 2006
- XVI. Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons:
Consultation with attorney (551.071), deliberation regarding real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), deliberation regarding economic development negotiations (551.086).
- A. Sale of property located in Burleson County, Texas
- XVII. Action on items discussed in closed session
- A. Sale of property
- XVIII. Matters Relating to Formal Policy
- XIX. Other Business
- XX. Adjourn